ALUMNI ASSOCIATION ROLES AND RESOURCES

STAFF LIAISONS

Staff liaisons provide oversight, strategy, and resources for UChicago Alumni Clubs and Affinity Groups. Each liaison oversees multiple clubs or groups and serves as the primary point of connection between volunteers and the University, aiming to communicate regularly through email, phone calls, and in-person meetings when applicable.

As only a small team of staff is responsible for facilitating engagement and programming for thousands of alumni worldwide, we ask that one volunteer leader serve as the primary point of contact between each club or group and the assigned staff liaison. Ideally this person is the club or group president, chair, or regional contact (or volunteering in a similar capacity), though a fellow volunteer can fill in on an as-needed basis. Of course, all volunteers and alumni are always welcome to communicate with their assigned staff liaison; however, the single-point-of-contact system helps our teams work most efficiently together when collaborating on projects or programs that involve the larger group.

As the key point of contact, this person is responsible for communicating all relevant information from the staff liaison to other volunteers in the club or group.

In addition to high-level strategy development, staff liaisons provide the following resources:

- Provide local demographic data for planning purposes.
- Provide assistance and advice for planning events and recruiting local alumni volunteers.
- Assist with event logistics, including the signing of contracts and payments to venues and vendors.
- Provide access to and training for UCCO (University of Chicago Community Online) websites (in applicable regions only).
- Maintain event listings on the Alumni Association online event calendar.
- Serve as liaisons to University faculty and other staff across campus.
• Provide digital and print communications support to help market programs across the UChicago community.
• Send supplies (e.g., name tags, giveaways, banners) in advance of an event.
• Coordinate professional development and training opportunities for volunteer leaders.
• Facilitate access to Harper Court offices or meeting rooms (floors four through seven) when available for group meetings and events.